



**Boston Fire Department -Fire Prevention Division**  
**1010 Massachusetts Avenue – 4<sup>th</sup> Floor**  
**Boston, MA 02118**  
**<http://www.cityofboston.gov/fire>**  
**Tel: 617-343-3772**

### **Place of Assembly Guidelines**

The following regulations and practices shall be followed at all places of assemblies. These are by no means all inclusive and owners and or managers at these facilities must have a full understanding of all fire safety laws and regulations so as to make safe as possible their establishments for use by the general public:

- A place of assembly (over 49 persons) must have permit from the Boston Fire Department and a certificate of inspection from I.S.D.
- Any change in venue name, activity, operation, location, ownership or use shall require a new Place of Assembly permit from the Boston Fire Department.

***Boston Fire Department Place of Assembly permits are not transferable***

- Permits must be posted in a conspicuous place
- No overcrowding, the number of people must not exceed the number on the Boston Fire Department / I.S.D Permit
- Flammable certificate permits are required from the Boston Fire Department for all decorations, furnishings and interior finishes whether permanent or temporary. All furniture and decorations shall be approved by the Boston Fire Department Chemists Office. *All furnishings and decorations added after issuance of the permit must be approved prior to use in the occupancy*
- All means of egress including designated doors, windows, aisles, passageways, corridors, fire escapes and stairways which are part of the way of exit travel to a public way shall be kept unobstructed either by persons or things and shall be ready for use while such buildings are occupied
- Means of egress shall be lighted at night while the building is occupied
- Doors shall swing in the direction of travel out of the place of assembly
- Furniture shall be arranged in accordance with the approved occupant/egress plans
- No open flames of any type (candles, cigarettes, etc.)
- Emergency lights must be tested monthly by staff
- A current sprinkler and alarm report must be on site
- An evacuation / safety plan *shall* be on site and staff must be trained regularly
- Fire extinguishers *shall* be inspected annually
- Ansul systems *shall* be tested every 6 months
- Kitchen hoods are to be cleaned/inspected every 3 months or as per order of 527 CMR 1.00 c 50 with reference to NFPA 96

**Effective May 14, 2009** in accordance with Chapter 2 of the City of Boston Ordinances of 2008 establishing the requirements for the cleaning of commercial cooking hood and ventilation systems all inspections and cleaning on commercial hood and ventilation systems must be performed by certified cleaner or inspector who is registered with the Boston Fire Department. Each individual inspector and/or cleaner will have their own registration number. The registered list is available to the public on our website at <http://www.cityofboston.gov/fire/> listing the individuals name and place of employment. The commercial establishment may also verify their registration by asking the service provider to see a copy of their Boston Fire Department registration. Also available on our website referenced above are all of the Boston Fire Department requirements relating to the above mentioned ordinance, such as stickers and reports.

### **Reminder**

- Your establishment's **egress plans** showing the occupant load, seating diagram and location of exits and of aisles leading thereto shall be submitted to the head of the fire department and an approved copy shall be kept on premises.
- The owner or operator of any business or activity located within a Place of Assembly classified as an A-1 or A-2 use group under 780 CMR, the State Building Code, shall make an **audible announcement** prior to the start of each program or performance that notifies occupants of the location of the exits to be used in case of a fire or other emergency.

***Any questions regarding these or any other Place of Assembly issues please contact the Captain of the Special Occupancies @ 617-343-2022.***